

Time Approval & Rejection

Purpose: These instructions are to show in detail how to approve time and leave for the direct staff.

Example: The Director needs to approve time and leave for his/her direct report, Middle Manager 2.

The direct supervisor may make approvals Thursday evening and/or Friday depending upon if the agency has shift employees. Employees will submit their timecard by the end of their shift on Thursday as they will not report time worked in advance. To view the employee timecard for approval or rejection the supervisor will click on the **Time** bookmark.



The supervisor will click on the **Time Approval** link.



The supervisor will see the direct reports timecard under Timecard Approval Resource. To view the timecard the employee will click on the plus symbol next to the employee's name.


LAWSON Timecard Approval Mark you are in data area UAT [logout]

Home Region Reset Prev Next Save

Approve

- Timecards
 - Proxy Timecards
 - Time Adjustments
 - Proxy Time Adjustments
 - Absence Requests
 - Proxy Absence Requests
 - Incomplete Timecards
 - Proxy Incomplete Timecards
- Timecards
 - Display by Detail
 - Display by Summary
- Filter Criteria
 - Resource Name
 - Reported After
 - Activity Code
 - Activity Description
 - Status
 - Submitted

Resource Begin Date - End Date Error Comments


Resource	Begin Date - End Date	Error	Comments
 Middle Manager2, Jennifer	27-Jan-2012 - 09-Feb-2012		

Because there are many fields on this particular timecard in order view the entire card you will have to use your mouse and pull the bar to the right at the bottom of the screen.

LAWSON Timecard Approval Mark you are in data area UAT [logout]


Reset Prev Next Save

Resource Begin Date - End Date Error Comments

Resource	Begin Date - End Date	Error	Comments
 Middle Manager2, Jennifer	27-Jan-2012 - 09-Feb-2012		

Timecard Payroll Status = Submitted
Timecard Project Status = N/A
Total Timecard Hours = 82.00

Report Date	Hours	Hr In	Min In	Hr Out	Min Out	Pay Code	Add Info	Comment	Lawson Activity	Cost Center	Task List	Error	Ap
27-Jan-2012	3.50	13	0	16	30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
27-Jan-2012	4.00	08	0	12	0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
30-Jan-2012	4.00	08	0	12	0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
30-Jan-2012	3.50	13	0	16	30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
31-Jan-2012	4.00	08	0	12	0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
31-Jan-2012	3.50	13	0	16	30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
01-Feb-2012	4.00	08	0	12	0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
01-Feb-2012	3.50	13	0	16	30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
02-Feb-2012	3.50	13	0	16	30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
02-Feb-2012	0.50	19	0	19	30	OVERTIME 1.5 PERM 40 HR			---	2320	Response		
02-Feb-2012	4.00	08	0	12	0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
02-Feb-2012	2.50	16	30	19	0	OVERTIME STRAIGHT PERM			---	2320	Response		
03-Feb-2012	4.00	08	0	12	0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
06-Feb-2012	4.00	08	0	12	0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
06-Feb-2012	3.50	13	0	16	30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
07-Feb-2012	3.50	13	0	16	30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
07-Feb-2012	4.00	08	0	12	0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
08-Feb-2012	4.00	19	0	23	0	THIRD SHIFT DIFFERENTIAL			---	---	Recovery		
08-Feb-2012	0.50	23	30	24	0	REGULAR PAY			---	---	Recovery		
08-Feb-2012	4.00	19	0	23	0	REGULAR PAY			---	---	Recovery		



Reset	Prev	Next	Save										
Resource				Begin Date - End Date				Error	Comments				
Middle Manager2, Jennifer				27-Jan-2012 - 09-Feb-2012									
Min Out	Pay Code	Add Info	Comment	Lawson Activity	Cost Center	Task List	Error	Approve	Reject	Pay Status	Project Status		
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted		
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted		
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted		
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted		
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted		
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted		
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted		
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted		
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted		
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted		
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted		
30	OVERTIME 1.5 PERM 40 HR			---	2320	Response				Submitted	N/A		
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted		
0	OVERTIME STRAIGHT PERM			---	2320	Response				Submitted	N/A		
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted		
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted		
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted		
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted		
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted		
0	THIRD SHIFT DIFFERENTIAL			---	---	Recovery				Submitted	N/A		
0	REGULAR PAY			---	---	Recovery				Submitted	N/A		
0	REGULAR PAY			---	---	Recovery				Submitted	N/A		

If the supervisor were approving the entire timecard they would select approve and click **Save**.

LAWSON Timecard Approval Mark you are in data area UAT [logout]

Reset Prev Next **Save** Search...

Resource: Middle Manager2, Jennifer Begin Date: 27-Jan-2012 End Date: 09-Feb-2012 Error Comments

Min Out	Pay Code	Add Info	Comment	Lawson Activity	Cost Center	Task List	Error	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject	Pay Status	Project Status
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
30	OVERTIME 1.5 PERM 40 HR			---	2320	Response		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
0	OVERTIME STRAIGHT PERM			---	2320	Response		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
0	THIRD SHIFT DIFFERENTIAL			---	---	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
0	REGULAR PAY			---	---	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
0	REGULAR PAY			---	---	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A


If the supervisor needs to reject a single line they would click on the **reject** box within the timecard. When rejecting time the supervisor will want to click on the **comment** icon to send a message back to the employee. In addition contacting the employee by phone and/or e-mail is necessary to ensure the employee makes appropriate changes in the timecard and resubmits it for approval.

LAWSON Timecard Approval Mark you are in data area UAT [logout]

Search...

Reset Prev Next Save

Resource: Middle Manager2, Jennifer Begin Date - End Date: 27-Jan-2012 - 09-Feb-2012

Min Out	Pay Code	Add Info	Comment	Lawson Activity	Cost Center	Task List	Error	Approve	Reject	Pay Status	Project Status
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
30	OVERTIME 1.5 PERM 40 HR			---	2320	Response		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Submitted	N/A
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
0	OVERTIME STRAIGHT PERM			---	2320	Response		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	Submitted
0	THIRD SHIFT DIFFERENTIAL			---	---	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
0	REGULAR PAY			---	---	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
0	REGULAR PAY			---	---	Recovery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A

The supervisor should type the message, click **Save** and X out to close the comment box. The supervisor should then click on the Save button at the top of the screen.

This is what the supervisor will see once the timecard is partially approved, rejected and saved.

When a supervisor rejects a line the employee will see this line within their timecard as editable. It displays in darker print. The light grey print is not editable.

LAWSON Timecard for Jennifer Middle Manager2 Jennifer you are in data area UAT [logout]

Search...

Print View Submit Submit and Close Validate Reset Prev Next Save

View: Pay Period 27-Jan-2012 to 09-Feb-2012

Date	Hr In	Min In	Hr Out	Min Out	Daily Total	Pay Code *	Comment	Lawson Activity	Cost Center	Task List *
Fri 27 Jan 2012	08	00	12	00	7 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	
	13	00	16	30		REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	
Sat 28 Jan 2012	00	00	00	00	0 hr 0 min					
Sun 29 Jan 2012	00	00	00	00	0 hr 0 min					
Mon 30 Jan 2012	08	00	12	00	7 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	
	13	00	16	30		REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	
Tue 31 Jan 2012	08	00	12	00	7 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	
	13	00	16	30		REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	
Wed 1 Feb 2012	08	00	12	00	7 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	
	13	00	16	30		REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	
Thu 2 Feb 2012	08	00	12	00	10 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	
	13	00	16	30		REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	
	16	30	19	00		OVERTIME STRAIGHT PERM		2320	Response	
	19	00	19	30		OVERTIME 1.5 PERM 40 HR		2320	Response	
Fri 3 Feb 2012	08	00	12	00	4 hr 0 min	REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	
Sat 4 Feb 2012	00	00	00	00	0 hr 0 min					
Sun 5 Feb 2012	00	00	00	00	0 hr 0 min					
Mon 6 Feb 2012	08	00	12	00	7 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	
	13	00	16	30		REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	
Tue 7 Feb 2012	08	00	12	00	7 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	
	13	00	16	30		REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	
Wed 8 Feb 2012	19	00	23	00	9 hr 0 min	THIRD SHIFT DIFFERENTIAL			Recovery	
	23	30	24	00		THIRD SHIFT DIFFERENTIAL			Recovery	
	19	00	23	00		REGULAR PAY			Recovery	
	23	30	24	00		REGULAR PAY			Recovery	
Thu 9 Feb 2012	13	00	16	30	13 hr 30 min	ANNUAL LEAVE USAGE			Recovery	

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Trusted sites 100%

The employee will see the line noted as **Rejected**. The employee would read the comment and make the appropriate updates, in this case changing the pay code from overtime 1.5 perm 40 hr to

LAWSON Timecard for Jennifer Middle Manager2 Jennifer you are in data area UAT [logout]

Search...

Print View Submit Submit and Close Validate Reset Prev Next Save

to 09-Feb-2012

In	Hr	Out	Min	Out	Daily Total	Pay Code *	Comment	Lawson Activity	Cost Center	Task List *	Pay Status	Project Status	Delete
✓	12	00			7 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*		2340	Recovery	Approved	Approved	
✓	16	30				REGULAR PAY	02SP12BL - 02SP12BL*		2340	Recovery	Approved	Approved	
✓	00	00			0 hr 0 min								<input type="checkbox"/>
✓	00	00			0 hr 0 min								<input type="checkbox"/>
✓	12	00			7 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*		2340	Recovery	Approved	Approved	
✓	16	30				REGULAR PAY	02SP12BL - 02SP12BL*		2340	Recovery	Approved	Approved	
✓	12	00			7 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*		2340	Recovery	Approved	Approved	
✓	16	30				REGULAR PAY	02SP12BL - 02SP12BL*		2340	Recovery	Approved	Approved	
✓	12	00			7 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*		2340	Recovery	Approved	Approved	
✓	16	30				REGULAR PAY	02SP12BL - 02SP12BL*		2340	Recovery	Approved	Approved	
✓	12	00			7 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*		2340	Recovery	Approved	Approved	
✓	16	30				REGULAR PAY	02SP12BL - 02SP12BL*		2340	Recovery	Approved	Approved	
✓	12	00			10 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*		2340	Recovery	Approved	Approved	
✓	16	30				REGULAR PAY	02SP12BL - 02SP12BL*		2340	Recovery	Approved	Approved	
✓	19	00				OVERTIME STRAIGHT PERM			2320	Response	Approved	N/A	<input type="checkbox"/>
✓	19	30				COMPENSATION EARNED AT 1.5			2320	Response	Rejected	N/A	<input type="checkbox"/>
✓	12	00			4 hr 0 min	REGULAR PAY	02SP12BL - 02SP12BL*		2340	Recovery	Approved	Approved	<input type="checkbox"/>
✓	00	00			0 hr 0 min								<input type="checkbox"/>
✓	00	00			0 hr 0 min								<input type="checkbox"/>
✓	12	00			7 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*		2340	Recovery	Approved	Approved	
✓	16	30				REGULAR PAY	02SP12BL - 02SP12BL*		2340	Recovery	Approved	Approved	
✓	12	00			7 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*		2340	Recovery	Approved	Approved	
✓	16	30				REGULAR PAY	02SP12BL - 02SP12BL*		2340	Recovery	Approved	Approved	
✓	23	00			9 hr 0 min	THIRD SHIFT DIFFERENTIAL				Recovery	Approved	N/A	
✓	24	00				THIRD SHIFT DIFFERENTIAL				Recovery	Approved	N/A	
✓	23	00				REGULAR PAY				Recovery	Approved	N/A	
✓	24	00				REGULAR PAY				Recovery	Approved	N/A	
✓	16	30			13 hr 30 min	ANNUAL LEAVE USAGE				Recovery	Approved	N/A	

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Trusted sites 100%

After submitting and closing the employee **Confirms**.

LAWSON Timecard Submit Confirmation Jennifer you are in data area UAT [logout]

Search...

Back

Submit Timecard for Jennifer Middle Manager2

The timecard will be closed.

Begin Date	End Date	Total Hours
27-Jan-2012	09-Feb-2012	0.50
<input type="button" value="Confirm"/>		Click to Submit Timecard
<input type="button" value="Cancel"/>		Click to Cancel

When the supervisor goes back into the employees timecard in order to approve the one line this is what they see.

LAWSON Timecard Approval

Mark you are in data area UAT [logout]

Search...

Reset Prev Next Save

Resource: Middle Manager2, Jennifer Begin Date: 27-Jan-2012 End Date: 09-Feb-2012

js = Submitted
js = N/A
= 82.00

Hr In	Min In	Hr Out	Min Out	Pay Code	Add Info	Comment	Lawson Activity	Cost Center	Task List	Error	Approve	Reject	Pay Status
19	0	19	30	COMPENSATION EARNED AT 1.5			---	2320	Response		<input type="checkbox"/>	<input type="checkbox"/>	Submitted

To approve the line the supervisor clicks **approve** and **save**.

LAWSON Timecard Approval

Mark you are in data area UAT [logout]

Search...

Reset Prev Next **Save**

Resource: Middle Manager2, Jennifer Begin Date: 27-Jan-2012 End Date: 09-Feb-2012

js = Submitted
js = N/A
= 82.00

Hr In	Min In	Hr Out	Min Out	Pay Code	Add Info	Comment	Lawson Activity	Cost Center	Task List	Error	Approve	Reject	Pay Status
19	0	19	30	COMPENSATION EARNED AT 1.5			---	2320	Response		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submitted

After approval of the changed line this is what the supervisor will see.

LAWSON Timecard Approval

Mark you are in data area UAT [logout]

Search...

Reset Prev Next Save

Resource: Middle Manager2, Jennifer Begin Date: 27-Jan-2012 End Date: 09-Feb-2012

Timecard Payroll Status = Approved
Timecard Project Status = N/A
Total Timecard Hours = 82.00

Report Date	Hours	Hr In	Min In	Hr Out	Min Out	Pay Code	Add Info	Comment	Lawson Activity	Cost Center	Task List	Error	Approve	Reject	Pay
No time lines have been found.															

Total Hours = 0.00

Please note the Time Approval area with the *Filter Criteria* Status showing as **Submitted** no longer displays the timecard.

The screenshot shows the Lawson Timecard Approval interface. On the left, a navigation menu is visible with sections: 'Approve' (containing 'Timecards' and its sub-items), 'Timecards' (containing 'Display by Detail' and 'Display by Summary'), and 'Filter Criteria' (which is highlighted with a red arrow). Within the 'Filter Criteria' section, the 'Status' dropdown menu is open, showing 'Submitted' as the selected option, which is circled in red. The main table area is currently empty, displaying the message 'No Time Items Found.' The table headers are 'Resource', 'Begin Date - End Date', 'Error', and 'Comments'. The top of the page includes the Lawson logo, the title 'Timecard Approval', a search bar, and user information 'Mark you are in data area UAT' with a '[logout]' link.

When the supervisor changes the status to **Approved** and clicks on **Find** the approved timecard will now be viewable. By clicking on the plus sign the supervisor can view the individual lines.

This screenshot shows the same Lawson Timecard Approval interface after the status has been changed to 'Approved'. In the 'Filter Criteria' section, the 'Status' dropdown menu now shows 'Approved' as the selected option, which is circled in red. The main table area now displays a single entry for 'Middle Manager2, Jennifer' with a 'Begin Date - End Date' of '27-Jan-2012 - 09-Feb-2012'. A plus sign icon is visible next to the resource name, indicating that more details can be viewed. The table headers remain 'Resource', 'Begin Date - End Date', 'Error', and 'Comments'. The top of the page includes the Lawson logo, the title 'Timecard Approval', a search bar, and user information 'Mark you are in data area UAT' with a '[logout]' link.

The employee's timecard now displays a *Pay Status* of **Approved**. The Project Status should be disregarded at this time. Presently Time Management supports the direct supervisor approval route which is displayed under Pay Status.

LAWSON Timecard for Jennifer Middle Manager2 Jennifer you are in data area UAT [logout]

Search...

Print View Validate Prev Next

27-Jan-2012 to 09-Feb-2012

n	Min In	Min Out	Min Out	Daily Total	Pay Code *	Comment	Lawson Activity	Cost Center	Task List *	Pay Status	Project Status
✓	00	12	00	7 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	Approved	Approved	
✓	00	16	30		REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	Approved	Approved	
✓	00	00	00	0 hr 0 min							
✓	00	00	00	0 hr 0 min							
✓	00	12	00	7 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	Approved	Approved	
✓	00	16	30		REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	Approved	Approved	
✓	00	12	00	7 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	Approved	Approved	
✓	00	16	30		REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	Approved	Approved	
✓	00	12	00	7 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	Approved	Approved	
✓	00	16	30		REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	Approved	Approved	
✓	00	12	00	10 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	Approved	Approved	
✓	00	16	30		REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	Approved	Approved	
✓	30	19	00		OVERTIME STRAIGHT PERM		2320	Response	Approved	N/A	
✓	00	19	30		COMPENSATION EARNED AT 1.5		2320	Response	Approved	N/A	
✓	00	12	00	4 hr 0 min	REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	Approved	Approved	
✓	00	00	00	0 hr 0 min							
✓	00	00	00	0 hr 0 min							
✓	00	12	00	7 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	Approved	Approved	
✓	00	16	30		REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	Approved	Approved	
✓	00	12	00	7 hr 30 min	REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	Approved	Approved	
✓	00	16	30		REGULAR PAY	02SP12BL - 02SP12BL*	2340	Recovery	Approved	Approved	
✓	00	23	00	9 hr 0 min	THIRD SHIFT DIFFERENTIAL			Recovery	Approved	N/A	
✓	30	24	00		THIRD SHIFT DIFFERENTIAL			Recovery	Approved	N/A	
✓	00	23	00		REGULAR PAY			Recovery	Approved	N/A	
✓	30	24	00		REGULAR PAY			Recovery	Approved	N/A	
✓	00	16	30	13 hr 30 min	ANNUAL LEAVE USAGE			Recovery	Approved	N/A	

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